

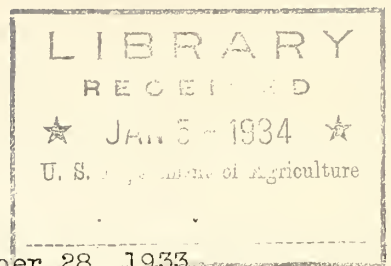
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.



December 28, 1933.

MEMORANDUM TO PROJECT LEADERS REGARDING GRANTING OF LEAVE WITH PAY TO  
EMPLOYEES UNDER NIRA AND CWA PROJECTS

For your information there is quoted below letter from the Director of Personnel and Business Administration of the Department to the Forester relating to the granting of leave with pay to Public Works (NIRA) and Civil Works (CWA) employees:

"Answering the Acting Forester's inquiry of December 6, the determination whether leave is allowable to the Public Works and Civil Works employees should depend upon their status as permanent or temporary and this in turn must depend on the form of appointment. Assuming continuity of duty - this is important because intermittent employees are not entitled to leave - appointees for an indefinite period or for the duration of the work have the permanent status and may be granted leave whether employed on the annual, daily, or hourly basis and irrespective of the number of hours worked per week. If the employment is for a fixed term, either long or short, the status is temporary and leave is not allowable.

"It is recognized that this rule will not in all cases achieve perfect equity but it meets the technical requirements of the case and I know of no basis for any other practice."

The policy laid down therein will apply to personnel of the bureau employed on Public Works or Civil Works projects. Only accrued leave at the rate of one and one-quarter days a month may be granted to those employees whose appointments permit of the granting of leave with pay. Any limitation in the appointment as to length of service or as to intermittent employment would exclude such appointee from the leave privilege.

Requests for leave should be submitted to the Washington office on USDA Form 17a, preferably in advance of the date leave is to be taken, for all employees paid on rolls submitted direct to the Bureau for payment. This will include all NIRA personnel but only such CWA personnel as are paid from funds allocated direct to Department for expenditure. It will be necessary for field project leaders to maintain an appropriate calendar year record for each employee entitled to leave and especially for those paid from CWA funds by disbursing officers under the State Civil Works Administration of whom the Washington office will have no record, in order that the accrued leave of one and one-quarter days a month may not be exceeded.

*Stanley P. Young*

Acting Chief.

